



AP Committee Meeting Agenda
Thursday, October 5th, 2017, 3:00 pm
1100 James H. Zumberge

Group 1	Rence Meredith, Open Position
Group 2	Colleen Lindsay-Bailey, Beth Thimmesch-Harpold
Group 3	Karen Matchett, Josh Stickney
Group 4	Bill Cuppy, Samantha Minnis
Group 5	Jarrett Martus, Kourosh Khatir
Group 6	Casey Thelenwood, Open Position
HR Liaison	Devereaux Butler
Provost Liaison	Mary Albrecht

1. Convene 3:00 p.m.

- a. Present: Rence Meredith, Colleen Lindsay-Bailey, Beth Thimmesch-Harpold, Karen Matchett, Josh Stickney, Bill Cuppy, Samantha Minnis, Jarrett Martus, Kourosh Khatir, Casey Thelenwood, Dev Butler, Mary Albrecht, Provost Maria Cimitile (Guest) and Dean Stephen Glass (Guest).

2. Guest Speakers (45-60min)

a. Round table discussion with Provost Maria Cimitile and Dean of Students Stephen Glass

- i. What are the current goals and initiatives for the university and how can AP staff contribute?
 - 1. Short term
 - a. Retention - Making sure we are providing a quality education for our students. We do a good job on retention but we don't know why. One assumption of the reason for this is that we relate to students as human beings. We have faculty and staff that care, this is one of the university's greatest assets – caring about students in a way that is appropriate for an institution of higher education. We also know we can do better. We are siloed in our spaces across campus. Our challenge is how we bring the expertise together. Each of us touches students indirectly and directly and how do we bring this together for an all-encompassing experience for students. Respect is really an important piece of all of this. How do we ensure everyone whether they are students, staff, or faculty is treated with respect? This is one of the foundations of retention. We also need to provide a quality education which means challenging students, setting high expectations, and supporting them to meet that goal. It is not quantifiable, but she (Provost) knows we have faculty and staff that are passionate about this and why she is confident faculty and staff will come together for this initiative. Faculty and staff need to have knowledge of different cultural norms. As a PWI, it would

be beneficial if we all had a better understanding of underrepresented populations, their experiences, and how this knowledge is helpful to better serve students. MySuccess Check is one tool the university is using to assist students at high risk of departure as an intervention tool. This is a tool used by many people across the institution which highlights that it is not one person's job but everyone's job to be engaged in retention. We have to have good systems in place for students to be successful. If a student is admitted, they can be successful and it is our job to make sure they are successful.

- i. Initiative: Provost will be putting faculty and staff groups together from across campus to work on bringing expertise together to tackle our current challenges and goals.
- b. Accreditation – The 2008 accreditation process was very different, it was a narrative of who we are, and we were telling our story. The 2018 process requires a lot of evidence to show one is doing what they say they are doing. We have to show what we are doing and how those systems are successful. We are confident we are doing things very well and have good systems in place. Having the required documentation is a change for us, as it is for all institutions. It would be a shame to be cited on something we just don't have documentation for. We have been in contact with other universities that have completed the process under the new model and are learning from their experiences. The hope is that everyone will review the assurance argument prior to submission to learn about areas/initiatives across the institution but also provide additional supporting documents.

2. Long term

- a. We need to implement care in new and innovative ways as we face our new reality looking at funding models, demographics in the state, etc. We know that Grand Valley values liberal education, quality education, and focuses on the whole person. How do we make learning pathways intentional? Higher education is a 19th century model in the 21st century which is digital, cross discipline, and students need to have the skills to have conversations about civility and violence. We will be dealing with these challenges long term.
- b. Guest speaker Chris Plouff had a schedule conflict and will be scheduled for another time. Due to agenda plan, ACP committee members should email liaison reports to Rence Meredith who will sent out updates via email.

3. Approval of minutes from September Meeting

- a. Approved

4. Officer/Liaison Reports

a. Chair: Rence

i. Future Meeting Guests

1. November – Scott Richardson, Brian Copeland, and Chris Plouff
2. January – Jen Wardrop and Carolyn Clayton, Faculty/Staff Campaign
3. February – Currently Open (possibly Doug Wentworth and/or Keri Becker)
4. March – Chic Blue, Jodi Chycinski, and Jesse Bernal

ii. Open APC positions

1. Rence has sent out some interest emails and will be following up. Hope to finalize soon and will send out a notice.
2. Karen will send out a very specific email to AP staff members in groups with open positions. She will work with Rence to draft, review, and send.

iii. Salary, Raises & Promotions Update

1. (Rence Meredith) Dev Butler, Rence Meredith, and Linda Yuhas met to discuss the current concerns and discussions of the AP Committee. They have put together a recommendation draft. The draft is sitting at the executive level and we are waiting for a response from Scott Richardson. The draft encompassed what we spoke about at the last AP Committee meeting that each department/division is in charge of putting together an individual plan to structure a promotion plan within their unit; not a corporate structure plan initiated by HR. Pending Scott Richardson's response, the AP Committee would work in conjunction with Scott to form a recommendation that would move forward to the university executive team.
2. Concern that the draft was not reviewed by the AP Committee. Josh Stickney and Casey Thelenwood would like the document to be crafted and be submitted by the full committee.
3. Statement shared that this discussion has been in the works for a long time, AP Committee representatives met with the Salary and Benefits Subcommittee last year to discuss FLA and promotion structures. Recommendations have been shared with the executive team, and there needs to be closure.
4. Question posed what is the goal of this initiative? Response is that members want administration to look for equity in salary increases and promotion. Some departments have pathways for advancement and others do not. This should not be the case. Places that do not have this should be asked to create a structure and communicate to staff. This is the case in Group 3 with CLAS and IT. Some positions within these departments have pathways for advancement and other positions do not.
5. Josh Stickney agreed to work with the Salary and Benefits Subcommittee to draft a written recommendation that could be reviewed by the AP Committee.

iv. AP Council Equity Concerns

1. Karen will be the liaison to the equity and inclusion subcommittee

v. Faculty Senate update – Colleen

1. Retention

2. HLC visit
 3. Ground use policy
 4. Interventions with DOS
 - a. Battle of the valleys
 - b. Passed resolution to acknowledge Indigenous People's Day
 - c. Working on retention and sense of belongings
 - d. Teach-in coming up, proposals due Monday
 - e. Looking for people to present last lecture due 10/16
 - f. Chris Plouff – assurance argument
 - g. Open enrollment October 24-November 8
 - h. Fall break on their docket to talk about this year. Did not talk much about fall break. Indicated it was something they are considering and students would like it pursued. Didn't discuss how it might be executed.
- b. Vice Chair: Samantha Minnis/Casey Thelenwood
- i. Family Leave – Women's Commission (co-chairs on Women's Commission)
 1. (Policy) Reviewing advocacy around the family leave policy at GVSU. Structured conscious conversation to check-in and see what the issues are. The event was well attended and brought to light a lot of information. From the conversation, a task Force was created. The goal is to bring recommendations forward to Inclusion and Equity. (1) The proposal will be finalized by December (2) Endorsement in January (3) Finally, a proposal that is well written and researched sent to the Board of Trustees in February. Looking for a lot of campus groups to read the proposal and give feedback. They are working hard to collect stories, including testimonials. They are focused on family leave policies broadly- paternity leave, extension of maternity leave, adoption, etc. (16 weeks of paid leave for family in general). If you know of any constituents that have concerns, please send them to Samantha/Casey as they are collecting information and narratives.
 2. (Family Friendliness) On campus infant care/parking/nursing nest, etc.
- c. Phone and Travel Stipends (Jarrett Martus)
- i. We will discuss this line item in November
- d. HR Update: Dev Butler
- i. Probationary periods
 1. PSS (6 months)
 2. AP (12 months)
 - a. There are times when probation period extension requests are made for AP staff. Legal Council has shared that this may not be legal without some specific language in the Board of Trustees policies. Probation means you are an 'at will' employee verse 'just cause' employee. Legal Council has written some language to submit to Board. Wanted to share with this group and confirm that this is a good move to support AP staff. HR is drafting a 3, 6, and 9 month probationary check-in for new AP staff. The AP Committee confirmed support to put something in writing with Board of Trustees.

ii. ePDP Committee

5. Adjourn. Next meeting: Thursday, November 2, 2017 - 3:00 p.m. Seidman 3000. Guest speakers will include Scott Richardson and Brian Copeland to discuss University budget status